

MEMORANDUM FOR: Office Directors & Staff Chiefs

Please note that we are once again asked to contribute to a briefing book on significant organizational developments during General Walters absence. May I have your contributions (or negative report) by COB 23 April?



Neil

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8 April 75  
(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

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1. As a general rule, we should not report in the briefing book on items which will be presented to them separately, such as minutes of the Morning Meeting, intelligence publications, correspondence, cables, etc.

2. We should include a brief, concise, up-to-the-minute statement about significant things that have happened during their absence about which they should be made aware as promptly as possible. Normally, if we refer to correspondence, it should be summarized rather than enclosed. There may, of course, be exceptions. Some events may not lend themselves to adequate coverage in the briefing book. In this case, it might be desirable to include enough to alert them and follow up with a fuller briefing at their earliest convenience or submit a fuller memorandum. Trivia or routine things about which they have no need to learn promptly, if at all, should not be included.

3. As to format, the briefing book will include exactly what is served up. In order that the total package may have some uniformity, material should be prepared on 8 x 10 1/2 paper suitable for insertion in a three-ring looseleaf notebook.

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